

U.S. Department of Housing and Urban Development



*Inventory Management System
Moving to Work Technical Reference Guide*

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Office of Public and Indian Housing Office of Information Technology

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1 Introduction

1.1 Purpose

The *Moving to Work (MTW) Technical Reference Guide (Guide)* provides information for MTW public housing agencies (PHAs) and software vendors to develop software to capture edit and submit select fields from the Form HUD-50058 MTW data to the U.S. Department of Housing and Urban Development (HUD). MTW PHAs submit data to the Public and Indian Housing (PIH) Inventory Management System (IMS) MTW module. The MTW module is a HUD system that captures and stores information on residents participating in the MTW Demonstration program.

1.2 Intended Audience

HUD prepared the *Guide* to instruct MTW PHAs and software vendors on how to develop software to capture, store and submit Form HUD-50058 MTW data to the MTW module and to view transmission error reports. The MTW development team at HUD Headquarters also uses the *Guide* to develop the edit and validation process for MTW data.

1.3 Summary

The *Guide* contains the following information:

- Summary of the Form HUD-50058 MTW
- Transmission file layout description
- Descriptions of each field in the transmission file layout and edits
- Cross-references between the data lines in Form HUD-50058 MTW and the data field positions in the transmission file.

1.4 Questions

Users of this *Guide* with questions can post their questions on the Form 50058 forum available on the IMS website. Questions should contain “MTW” in the first line of the posting. HUD monitors and responds to questions posted to this forum on a regular basis. The address for this forum is: <http://www.hud.gov/offices/pih/systems/pic/50058/forums.cfm>.

1.5 Form HUD-50058 MTW

The Form HUD-50058 MTW captures information about residents who live in public and assisted housing and participate in the MTW Demonstration program. The form contains:

- Demographic information for all members of the household
- Citizenship information
- Income information
- Rent information.

PHAs that participate in the MTW Demonstration program collect and transmit select fields from the Form HUD-50058 MTW and send it electronically to HUD. HUD uses the information for the following purposes:

- Support the analysis of policy, legislative, budget, and program management initiatives and evaluations
- Monitor the MTW Demonstration, including Public Housing Agencies (PHA)
- Monitor the efforts of project administrators
- Provide demographic information on program participants to support HUD management, HUD Field Office, and PHA program objectives
- Monitor compliance with income reporting requirements and related eligibility factors
- Produce demographic information that describes the present occupancy of resident communities to Congress, other Federal agencies, and special housing-related interest groups
- Perform income matching with the Social Security Administration and other agencies.

MTW PHAs and software vendors can use the Form HUD-50058 MTW, the Form HUD-50058 MTW Instruction Booklet and this *Guide* to understand the flow of the information and to develop or modify their software.

1.6 Transmission File Layout Description

An MTW transmission file is an Excel file that contains information for one or more families. HUD receives the file submitted by PHAs and software vendors to IMS, extracts information from the file, and performs edits and validations before IMS stores the information in the MTW database.

IMS provides a template for the MTW PHAs to upload the MTW data file. This template can be downloaded from MTW -> Data Collection submodule in IMS. Before uploading an MTW data file to IMS, MTW PHAs must run the macro to perform an initial validation of the data. This will help the MTW PHAs identify any obvious invalid data. The step to run the macro is available in IMS in the Data Collection sub module.

MTW PHAs can also upload their MTW data in a pipe (|) delimited file. Detailed instructions to upload MTW data in the pipe delimited format are available in the Data Collection sub module in IMS.

1.6.1 Household Sheet

This is the sheet where MTW PHAs enter the Household information.

1.6.2 Household Member Sheet

This is the sheet where MTW PHAs enter the Household Member information.

1.7 Data Format Standards

The data format standards apply to the appropriate items in the transmission file layout and detailed layout information, unless otherwise specified in the Transmission File Layout section. These standards are:

- Transmitted data values shorter than the allocated data field length in the transmission file layout must be:
 - Left justified for alphanumeric fields, space fill as needed
 - Right justified for numeric fields, zero fill as needed
- Format all dates as MMDDYYYY, blank fill if no date is transmitted

- MTW does not accept nulls in lieu of spaces or zeros
- Alphanumeric edits accept:
 - 0 (zero) through 9
 - a through z
 - A through Z
- Special characters: * + - / , . : ; () = & % # \$ “ ‘ < > @ _ \ ! ^ | { } [] ~

2 File Layout for MTW Data Transmission

2.1 Household -Transmission File Format

NAME:	Record Identifier
--------------	--------------------------

DESCRIPTION:	An identifier to indicate the file is MTW data
--------------	--

TYPE:	Alphanumeric
-------	--------------

SIZE:	5
-------	---

COMMENTS:	Set to 'MTWHR'.
-----------	-----------------

EDITS:	
--------	--

Fatal:	• Must equal 'MTWHR'
--------	----------------------

FIELD NUMBER:	1
---------------	---

POSITION:	A
-----------	---

LINE REFERENCE NO:	n/a
--------------------	-----

NAME:	Record Number
--------------	----------------------

DESCRIPTION:	A number to identify the record in the file
--------------	---

TYPE:	Numeric
-------	---------

SIZE:	6
-------	---

COMMENTS:	Set to '00002'. This is a sequential number incremented by 1 for each record in the transmission. The record number for this record will always be '00002' because it will always be the second record in each transmission.
-----------	--

EDITS:	
--------	--

Fatal:	• Must equal '00002'
--------	----------------------

FIELD NUMBER	2
--------------	---

POSITION:	B
-----------	---

LINE REFERENCE NO:	n/a
--------------------	-----

2.2 Section 1 – MTW Agency (Household)

NAME:	PHA Name
DESCRIPTION:	Name of the PHA as in IMS
TYPE:	Alphanumeric
SIZE:	60
COMMENTS:	
EDITS:	
	Fatal: • Must be valued
	Warning • PHA Name must be same as in the Participant Name in IMS
FIELD NUMBER:	4
POSITION:	D (Household)
LINE REFERENCE NO:	1a.

NAME:	PHA Code
DESCRIPTION:	Unique code assigned to the PHA by HUD
TYPE:	Alphanumeric
SIZE:	5
COMMENTS:	Use postal state codes (exception for Islands) and the numbers HUD uses to recognize the PHA in that state.
EDITS:	
	Fatal: • Must be a valid 5 character PHA code that exists in IMS
FIELD NUMBER:	5
POSITION:	E (Household)
LINE REFERENCE NO:	1b.

NAME:	Program
DESCRIPTION:	The type of housing program
TYPE:	Alpha
SIZE:	2
COMMENTS:	May use either one letter or two letter codes, where applicable. Use codes 'P' for Public Housing, 'PR' for MTW Project Based Assistance or 'T' for MTW Tenant Based

Assistance and 'H' for MTW Homeownership.

EDITS:

Fatal: • Must equal 'P', 'PR' 'T' , or 'H'

FIELD NUMBER: n/a

POSITION: F (Household)

LINE REFERENCE NO: 1c.

NAME: **Project Number**

DESCRIPTION: Official number for the Public Housing Project

TYPE: Alphanumeric

SIZE: 11

COMMENTS: Applies to current Public Housing only.

EDITS:

Fatal: • If 1c equals 'P', must be valued

Fatal: • If valued, Project Number, Building Number, Building
Number Entrance, Unit Number combination must exist
in IMS.

FIELD NUMBER: n/a

POSITION: G (Household)

LINE REFERENCE NO: 1d.

NAME: **Building Number**

DESCRIPTION: Official number for the Public Housing building

TYPE: Alphanumeric

SIZE: 6

COMMENTS: Applies to current Public Housing only.

EDITS:

Fatal: • If 1c equals 'P', must be valued

Fatal: • If 1c does not equal 'P', must be blank
• If valued, Project Number, Building Number, Building
Number Entrance, Unit Number combination must exist
in IMS.

FIELD NUMBER: 8

POSITION: H (Household)

LINE REFERENCE NO: 1e.

NAME: Building Entrance Number

DESCRIPTION: Number of each postal address of a single building that may have multiple entrances with different postal addresses.

TYPE: Alphanumeric

SIZE: 3

COMMENTS: Applies only when a building has multiple entrances with different postal addresses. Applies to Public Housing projects only. If there is a single building entrance, default to '1'.

EDITS:

- Fatal: • If 1c equals 'P', must be valued
- Fatal: • If 1c does not equal 'P', must be blank
- Fatal: • If valued, Project Number, Building Number, Building Number Entrance, Unit Number combination must exist in IMS.

FIELD NUMBER: 9

POSITION: I (Household)

LINE REFERENCE NO: 1f.

NAME: Unit Number

DESCRIPTION: Official number for the Public Housing unit

TYPE: Alphanumeric

SIZE: 10

COMMENTS: Applies to Public Housing only.

EDITS:

- Fatal: • If 1c equals 'P', must be valued
- Fatal: • If 1c does not equal 'P', must be blank
- Fatal: • If valued, Project Number, Building Number, Building Number Entrance, Unit Number combination must exist in IMS.

FIELD NUMBER: 10

POSITION: J (Household)
LINE REFERENCE NO: 1g.

2.3 Section 2 – MTW Action

NAME: **Type of Action**
DESCRIPTION: Indicates the reason for submitting an MTW 50058 record for the family
TYPE: Numeric
SIZE: 2
COMMENTS: Use 1 = New Admission; 2 = Annual Reexamination; 3 = Interim Reexamination; 4 = Portability Move-in, 5 = Portability Move-out; 6 = End Participation; 7 = Other Change of Unit; 8 = FSS/MTW Self Sufficiency Program Only; 9 = Annual Reexamination Searching; 10 = Issuance of Voucher Equivalent; 11 = Expiration of Voucher Equivalent; 12 = Reserved; 13 = Annual HQS Inspection Only; 14 = Historical Adjustment; 15 = Void
EDITS:
Warning: • Must be valued '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '11', '13', '14' or '15'
Warning: • If 1c equals 'P', cannot equal '4', '5', '9', '10', '11' or '13'
Warning: • Must not equal '12'
FIELD NUMBER: 12
POSITION: L(Household)
LINE REFERENCE NO: 2a.

NAME: **Effective Date of Action**
DESCRIPTION: This is the effective date of the action occurring in line 2a
TYPE: Date
SIZE: 8
COMMENTS: Must be in MMDDYYYY format.
EDITS:
Fatal: • Must be in MMDDYYYY format
Fatal: • Cannot be earlier than the 2h (Date of Admission to Program), if provided

Fatal: • Cannot be 4 months later than the Transmission date in the Header record

Warning: • Cannot be later than 3 months from Date Last Modified

FIELD NUMBER: 13
POSITION: M (Household)
LINE REFERENCE NO: 2b.

NAME: Correction

DESCRIPTION: Indicate if this 50058- MTW submission is for correction of the last submitted 50058-MTW

TYPE: Alpha

SIZE: 1

COMMENTS: None

EDITS:

Warning: • Must equal 'Y' or 'N'

Warning: • If 2a equals '15', must equal 'N'

FIELD NUMBER: 14
POSITION: N(Household)
LINE REFERENCE NO: 2c.

NAME: Correction Code

DESCRIPTION: Indicates primary reason for the correction occurring in line 2c

TYPE: Numeric

SIZE: 1

COMMENTS: Use '1' for family income correction, '2' for family correction (non-income), '3' for PHA income correction, '4' for PHA correction (non-income). If 2c equals 'N', put zero.

EDITS:

Warning: • If 2c equals 'Y', must equal '1', '2', '3' or '4'

FIELD NUMBER: 15
POSITION: O(Household)
LINE REFERENCE NO: 2d.

NAME: **Date of Admission to Program**

DESCRIPTION: Date the family was initially admitted to the program in line 1c

TYPE: Date

SIZE: 8

COMMENTS: Use MMDDYYYY format. If 2a equals '5','6', '8','9', '10', '11', '13' or '15', leave blank

EDITS:

- Warning: • If 2a is '1', '2', '3', '4', '7', or '14', must be valued
- Warning: • If valued, must be in MMDDYYYY format
- Warning: • If 2a equals '1' or '4', must equal 2b (Effective date of action)
- Warning: • If 2a equals '2', '3', '7' or '14', must be earlier than 2b (Effective date of action)

FIELD NUMBER: 16

POSITION: P (Household)

LINE REFERENCE NO: 2h.

NAME: **Projected Effective Date of Next Re-Examination**

DESCRIPTION: Projected effective date of next re-exam

TYPE: Date

SIZE: 8

COMMENTS: Use MMDDYYYY format

EDITS:

- Warning: • If 2a equals '1', '2', '3', '4', '7', '9' or '12', must be valued
- Warning: • If valued, must be in 'MMDDYYYY' format
- Warning: • If valued, must be later than 2b (Effective date of action)
- Warning: • If 2a equals 12, cannot be greater than 25 months later than 2b

FIELD NUMBER: 17

POSITION: Q (Household)

LINE REFERENCE NO: 2i.

2.4 Section 3 – MTW Household

NAME: **Member Last Name**
DESCRIPTION: Last name of the head of household
TYPE: Alpha
SIZE: 30
COMMENTS: Separate name suffixes with commas (ex.: Smith, Jr.).
EDITS:
Warning: • Must be valued
FIELD NUMBER: 19
POSITION: S(Household)
LINE REFERENCE NO: 3b.

NAME: **Member First Name**
DESCRIPTION: First name of the head of household
TYPE: Alpha
SIZE: 30
COMMENTS: Do not include name prefixes such as Mr. or Ms.
EDITS:
Warning: • Must be valued
FIELD NUMBER: 20
POSITION: T(Household)
LINE REFERENCE NO: 3c.

NAME: **Member Middle Initial**
DESCRIPTION: Middle initial of the member of the household
TYPE: Alpha
SIZE: 1
COMMENTS: Optional information.
EDIT: None
FIELD NUMBER: 21
POSITION: U(Household)
LINE REFERENCE NO: 3d.

NAME: **SSN of Head of Household**

DESCRIPTION: Social Security Number of the Head of the household.

TYPE: Alphanumeric

SIZE: 9

COMMENTS: If the tenant is eligible for assistance but does not have a SSN, obtain an alternate identifier from IMS.

EDITS:

Fatal: • Must be nine digits

Fatal: • Cannot equal '000000000'

FIELD NUMBER: 22

POSITION: V (Household Sheet)

LINE REFERENCE NO: 3n.

NAME: **Total Number in Household**

DESCRIPTION: The total number of members in the household

TYPE: Numeric

SIZE: 4

COMMENTS: Use whole numbers. If 2a equals '5', '6', '8', '11', '13' or '15', leave blank.

EDITS:

Warning: • The number must be equal to the number of household members.

FIELD NUMBER: 23

POSITION: W (Household)

LINE REFERENCE NO: 3t.

2.5 Section 5 – MTW Unit to be occupied

NAME: **Unit Address (Number and Street)**

DESCRIPTION: Address of the unit

TYPE: Alphanumeric

SIZE: 100

COMMENTS: • Unit number and street; Do not use Post Office Boxes.
If 2a equals '5', '6', '8', '9', '10', '11' or '15', leave blank

EDITS

- If 2a equals '5', '6', '8', '9', '10', '11' or '15', leave blank.

Warning:

FIELD NUMBER: 25
POSITION: Y(Household)
LINE REFERENCE NO: 5a.

NAME: Unit Apartment Number

DESCRIPTION: Apartment number of the unit
TYPE: Alphanumeric
SIZE: 10
COMMENTS: If 2a equals '5', '6', '8', '9', '10', '11' or '15', leave blank.
EDITS None
FIELD NUMBER: 26
POSITION: Z(Household)
LINE REFERENCE NO: 5a.

NAME: Unit City

DESCRIPTION: City of the unit
TYPE: Alphanumeric
SIZE: 30
COMMENTS: If 2a equals '5', '6', '8', '9', '10', '11' or '15', leave blank.
EDITS

- If 2a equals '1', '2', '3', '4', '7', '12', '13' or '14', must be valued

Warning:
FIELD NUMBER: 27
POSITION: AA(Household)
LINE REFERENCE NO: 5a.

NAME: Unit State

DESCRIPTION: State code of the unit
TYPE: Alpha
SIZE: 2
COMMENTS: If 2a equals '5', '6', '8', '9', '10', '11' or '15', leave blank.
EDITS

- If 2a equals '1', '2', '3', '4', '7', '12', '13' or '14', must

Warning: equal a valid state code
FIELD NUMBER: 28
POSITION: AB(Household)
LINE REFERENCE NO: 5a.

NAME: Unit Zip Code

DESCRIPTION: Five digit Zip Code of the unit
TYPE: Alphanumeric
SIZE: 5
COMMENTS: If 2a equals '5', '6', '8', '9', '10', '11' or '15', leave blank.

EDITS

- If 2a equals '1', '2', '3', '4', '7', '12', '13' or '14', must be valued

Warning:
FIELD NUMBER: 29
POSITION: AC(Household)
LINE REFERENCE NO: 5a

NAME: Unit Zip Code +4

DESCRIPTION: Zip +4 of the unit
TYPE: Alphanumeric
SIZE: 4
COMMENTS: If 2a equals '5', '6', '8', '9', '10', '11' or '15', leave blank.

EDITS

- If valued, must be numeric

Warning:
FIELD NUMBER: 30
POSITION: AD(Household)
LINE REFERENCE NO: 5a.

NAME: Number of Bedrooms in Unit

DESCRIPTION: The number of bedrooms in the unit
TYPE: Numeric
SIZE: 1
COMMENTS: If unit is an efficiency or Single Room Occupancy (SRO), enter 0. If 2a equals '5', '6', '8', '9', '10', '11' or '15', put zero.

EDITS	None
FIELD NUMBER:	31
POSITION:	AE(Household Sheet)
LINE REFERENCE NO:	5d.

2.6 Section 18 – MTW Asset Income

NAME:	Final Asset Income
DESCRIPTION:	The final asset income of the family.
TYPE:	Numeric
SIZE:	19
COMMENTS:	Should be whole dollar amounts (no decimals). If 2a equals '5', '6', '8', '10', '11', '13' or '15', put zero.
EDITS:	None
FIELD NUMBER:	33
POSITION:	AG (Household Sheet)
LINE REFERENCE NO:	18j.

2.7 Section 19 - Income

NAME:	Total Income After Exclusion
DESCRIPTION:	The total income after exclusions
TYPE:	Numeric
SIZE:	19
COMMENTS:	Use whole dollar amounts (no decimals).
EDITS:	

FIELD NUMBER:	35
POSITION:	AI(Household Sheet)
LINE REFERENCE NO:	19h.

NAME:	Total Annual Income
DESCRIPTION:	The total annual income for all family members
TYPE:	Numeric
SIZE:	19

COMMENTS: Sum of 18j and 19h. Use whole dollar amounts (no decimals).

EDITS:

- Warning: • Must be valued with sum of 18j and 19h.
- Warning: • Must be greater than or equal to zero and less than 190000

FIELD NUMBER: 36

POSITION: AJ(Household Sheet)

LINE REFERENCE NO: 19i.

NAME: **Adjusted Annual Income**

DESCRIPTION: The total annual income of the family after adjustments

TYPE: Numeric

SIZE: 19

COMMENTS: Should be a whole number. Subtract 19j (deductions) from 19i (total annual income)

EDITS:

FIELD NUMBER: 37

POSITION: AK (Household Sheet)

LINE REFERENCE NO: 19k.

2.8 Section 20 – Public Housing

NAME: **Flat Rent or Income Based Rent Indicator**

DESCRIPTION: Indicate whether the family is paying a Flat Rent or an Income Based Rent

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'F' for Flat Rent or 'I' for Income Based Rent to indicate the type of rent

EDITS:

- Warning: • Must equal 'F' or 'I'
- Warning: • Must be valued if 1c equals 'P'

FIELD NUMBER: 39

POSITION: AM (Household Sheet)

LINE REFERENCE NO: 20a.

NAME: Tenant Rent

DESCRIPTION: Amount of rent the tenant must pay through MTW

TYPE: Numeric

SIZE: 19

COMMENTS: Use whole numbers.

EDITS:

Warning: • If valued, 1c must equal 'P'

Warning: • Must be greater than -2500 and less than 2500

FIELD NUMBER: 40

POSITION: AN (Household Sheet)

LINE REFERENCE NO: 20b.

NAME: Mixed Family Tenant Rent

DESCRIPTION: Amount of rent the tenant must pay through MTW based on the Non citizen Rule

TYPE: Numeric

SIZE: 6

COMMENTS: Use positive or negative numbers. If 20a equals 'F' or 3u equals 'C', 'E' or 'F', put zero. Use left-most position for sign. Numeric value must be right-justified. Zero fills the remaining open positions.

EDITS:

Warning: • If valued, 1c must equal 'P'

Warning: • Must be greater than -3500 and less than 3500

FIELD NUMBER: 41

POSITION: AO (Household Sheet)

LINE REFERENCE NO: 20c.

NAME: Utility Allowance/Estimate

DESCRIPTION: Allowance determined for utilities

TYPE: Numeric

SIZE: 4

COMMENTS: Use whole numbers; If none, put zero.
EDITS:
Warning: • Must be greater than or equal to zero and less than 1400
FIELD NUMBER: 42
POSITION: AP(Household Sheet)
LINE REFERENCE NO: 20d.

NAME: **Ceiling Rent Indicator**
DESCRIPTION: Indicate whether the family's rent is the ceiling rent
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no
EDITS:
Warning: • Must be 'Y' or 'N'
FIELD NUMBER: 43
POSITION: AQ (Household)
LINE REFERENCE NO: 20e.

2.9 Section 21 – MTW Tenant or Project Based Assistance

NAME: **Flat Subsidy or Income Based Subsidy Indicator**
DESCRIPTION: Indicate if the family is receiving a flat subsidy or an income based subsidy
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'F' for Flat subsidy and 'I' for Income-based
EDITS:
Warning: • If valued, must equal 'F' or 'I'
FIELD NUMBER: 45
POSITION: AS (Household Sheet)
LINE REFERENCE NO: 21a.

NAME: **Number of Bedrooms on Voucher/Equivalent**
DESCRIPTION: The number of bedrooms listed on the voucher or equivalent

TYPE: Numeric
SIZE: 1
COMMENTS: Use whole numbers
EDITS:

FIELD NUMBER: 46 (Household Sheet)
POSITION: AT(Household Sheet)
LINE REFERENCE NO: 21b.

NAME: Portability Indicator

DESCRIPTION: Indicates that this family moved into this PHA jurisdiction under portability

TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS:

- Warning: • Must be 'Y' or 'N'
Warning: • If 2a equals '4', must equal 'Y'

FIELD NUMBER: 47
POSITION: AU(Household Sheet)
LINE REFERENCE NO: 21d.

NAME: Cost Billed per Month

DESCRIPTION: Monthly amount billed to another PHA for this family

TYPE: Numeric
SIZE: 4
COMMENTS:
EDITS:

- Warning: • Must be greater than or equal to zero and less than 3000

FIELD NUMBER: 48
POSITION: AV(Household Sheet)
LINE REFERENCE NO: 21e.

NAME: PHA Code Billed

DESCRIPTION: PHA code of the PHA billed under portability
TYPE: Alphanumeric
SIZE: 5
COMMENTS:
EDITS:
Warning: • If valued, must equal a valid PHA code
Warning: • If valued, cannot equal 1b
FIELD NUMBER: 49
POSITION: AW(Household Sheet)
LINE REFERENCE NO: 21f.

NAME: Rent to Owner

DESCRIPTION: Monthly rent payable to owner
TYPE: Numeric
SIZE: 5
COMMENTS: Use whole dollars.
EDITS:
Warning: • Must be greater than or equal to 5 and less than 3000
FIELD NUMBER: 50
POSITION: AX (Household Sheet)
LINE REFERENCE NO: 21i.

NAME: Utility Allowance/Estimate

DESCRIPTION: The allowance for utilities
TYPE: Numeric
SIZE: 4
COMMENTS: Use whole numbers; If none, use zero.
EDITS:
Warning: • Must be greater than or equal to zero and less than 1400
FIELD NUMBER: 51
POSITION: AY(Household Sheet)
LINE REFERENCE NO: 21j.

NAME: Gross Rent of Unit

DESCRIPTION: The contract rent to owner plus the utility allowance

TYPE: Numeric
SIZE: 5
COMMENTS: Use whole numbers.
EDITS:
Warning: • Must be greater than or equal to zero and less than 5000
Warning: • Must equal the sum of 21i and 21j
FIELD NUMBER: 52
POSITION: AZ (Household Sheet)
LINE REFERENCE NO: 21k.

NAME: Flat Subsidy Amount If Any
DESCRIPTION: Provide the amount of the flat subsidy
TYPE: Numeric
SIZE: 5
COMMENTS: Use whole dollars
EDITS:
Warning: • If valued, 21a must equal 'F'
Warning: • Must be a number equal to or greater than zero and equal to or less than 5000
FIELD NUMBER: 53
POSITION: BA (Household Sheet)
LINE REFERENCE NO: 21m.

NAME: Tenant Rent to Owner
DESCRIPTION: Amount of tenant rent
TYPE: Numeric
SIZE: 6
COMMENTS: Use positive or negative numbers. Use left-most position for sign. Numeric value must be right-justified. Zero fills the remaining open positions.
EDITS:
Warning: • Must be greater than -1400 and less than 5000
FIELD NUMBER: 54
POSITION: BB (Household Sheet)
LINE REFERENCE NO: 21n.

NAME:	Mixed Family Tenant Rent to Owner
DESCRIPTION:	Tenant rent as determined by the citizenship composition of the family based on the non-citizens rule.
TYPE:	Numeric
SIZE:	6
COMMENTS:	Use positive or negative numbers. If 3u equals 'C', 'E' or 'F', put zero. Use left-most position for sign. Numeric value must be right-justified. Zero fill the remaining open positions.
EDITS:	
	Warning: • If valued, must be greater than -3500 and less than 3500
	Warning: • If valued, 3u must equal 'P'
FIELD NUMBER:	55
POSITION:	BC (Household Sheet)
LINE REFERENCE NO:	21p.

NAME:	Ceiling Rent Indicator
DESCRIPTION:	Indicate whether the family's rent is the ceiling rent
TYPE:	Numeric
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no
EDITS:	
	Warning: • Must be 'Y' or 'N'
FIELD NUMBER:	56
POSITION:	BD (Household Sheet)
LINE REFERENCE NO:	21q.

2.10 Section 22 – MTW Homeownership

NAME:	Flat Subsidy or Income Based Subsidy Indicator
DESCRIPTION:	Indicate if the family is receiving a flat subsidy or an Income based homeownership subsidy
TYPE:	Alpha

SIZE: 1
COMMENTS: Use 'F' for Flat subsidy and 'I' for Income-based
EDITS:
Warning: • If valued, must equal 'F' or 'I'
FIELD NUMBER: 58
POSITION: BF (Household Sheet)
LINE REFERENCE NO: 22a.

NAME: **Portability Indicator**
DESCRIPTION: Indicate if this family moved into this PHA's jurisdiction under portability
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS:
Warning: • Must be 'Y' or 'N'
Warning: • If 2a equals '4', must equal 'Y'
FIELD NUMBER: 59
POSITION: BG (Household Sheet)
LINE REFERENCE NO: 22d.

NAME: **Cost Billed per Month**
DESCRIPTION: Monthly amount billed to another PHA for this family
TYPE: Numeric
SIZE: 4
COMMENTS: Enter '0' if this PHA has absorbed this family into it's own program.
EDITS:
Warning: • Must be greater than or equal to zero and less than 3000
FIELD NUMBER: 60
POSITION: BH (Household Sheet)
LINE REFERENCE NO: 22e.

NAME: **PHA Code Billed**
DESCRIPTION: PHA code of the PHA billed under portability
TYPE: Alphanumeric
SIZE: 5
COMMENTS:
EDITS:
Warning:

- If valued, must equal a valid PHA code

Warning:

- If valued, cannot be equal to 1b

FIELD NUMBER: 61
POSITION: BI (Household Sheet)
LINE REFERENCE NO: 22f.

NAME: **Monthly Homeownership Payment**
DESCRIPTION: Provide the payment information related to homeownership
TYPE: Numeric
SIZE: 4
COMMENTS: Include PITI and MIP if applicable
EDITS:
Warning:

- Must be greater than or equal to 5 and less than 3000

FIELD NUMBER: 62
POSITION: BJ (Household Sheet)
LINE REFERENCE NO: 22g.

NAME: **Utility Allowance/Estimate**
DESCRIPTION: Allowance determined for utilities
TYPE: Numeric
SIZE: 4
COMMENTS: Use whole numbers; If none, put zero.
EDITS:
Warning:

- If valued, must be greater than or equal to zero and less than 1400

FIELD NUMBER: 63
POSITION: BK (Household Sheet)
LINE REFERENCE NO: 22h.

NAME: **Other Monthly Allowance**

DESCRIPTION: Any other monthly allowances that the homeowner receives
TYPE: Numeric
SIZE: 4
COMMENTS: Use whole numbers; If none, put zero.
EDITS:
Warning: • If valued, must be greater than or equal to zero and less than 1400
FIELD NUMBER: 64
POSITION: BL(Household Sheet)
LINE REFERENCE NO: 22i.

NAME: Gross Homeownership Expense
DESCRIPTION: The total amount of homeownership expenses
TYPE: Numeric
SIZE: 4
COMMENTS: Sum of Monthly homeownership payment, Utility allowance, and any other monthly allowances. Use whole number.
EDITS:
Warning: • Must equal sum of 22g, 22h, and 22i
FIELD NUMBER: 65
POSITION: BM(Household Sheet)
LINE REFERENCE NO: 22j.

NAME: Flat Subsidy Amount
DESCRIPTION: Provide the amount of the flat subsidy
TYPE: Numeric
SIZE: 5
COMMENTS: Use whole dollars
EDITS:
Warning: • If valued, 22a must equal 'F'
Warning: • Must be a number equal to or greater than zero and equal to or less than 5000
FIELD NUMBER: 66
POSITION: BN (Household Sheet)
LINE REFERENCE NO: 22k.

NAME:	Total Family Share
DESCRIPTION:	Amount of tenant rent
TYPE:	Numeric
SIZE:	4
COMMENTS:	Use positive or negative numbers.
EDITS:	
	Warning: • If valued, must be greater than -1400 and less than 5000
FIELD NUMBER:	67
POSITION:	BO (Household Sheet)
LINE REFERENCE NO:	22m.

NAME:	Mixed Family Total Family Share
DESCRIPTION:	Tenant rent as determined by the citizenship composition of the family
TYPE:	Numeric
SIZE:	5
COMMENTS:	Determine the rent based on the Citizenship rule. If 3u equals 'C', 'E' or 'F', put zero.
EDITS:	
	Warning: • If 3u equals 'C', 'E' or 'F', put zero
	Warning: • If 3u equals 'P', must be greater than -1400 and less than 5000
FIELD NUMBER:	68
POSITION:	BP(Household Sheet)
LINE REFERENCE NO:	22n.

NAME:	Ceiling Family Share Indicator
DESCRIPTION:	Indicate whether the family's share is the ceiling amount
TYPE:	Numeric
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no
EDITS:	
	Warning: • Must be 'Y' or 'N'
FIELD NUMBER:	69
POSITION:	BQ(Household Sheet)
LINE REFERENCE	22p.

NO:

2.11 Section 23 – MTW FSS Addendum

NAME:	Employed Status Indicator
DESCRIPTION:	Indicates the employment status of the head of household
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'F' for Full-time, 'P' for Part-time, or 'N' for Not employed.
EDITS:	None
FIELD NUMBER:	71
POSITION:	BS(Household Sheet)
LINE REFERENCE NO:	23h(1).

NAME:	Benefits in Current Employment – Health Indicator
DESCRIPTION:	Indicates health benefit in the current employment
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	None
FIELD NUMBER:	72
POSITION:	BT(Household Sheet)
LINE REFERENCE NO:	23h(3)(A).

NAME:	Benefits in Current Employment – Retirement Account Indicator
DESCRIPTION:	Indicates retirement account benefit in the current employment
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	None
FIELD NUMBER:	73
POSITION:	BU(Household Sheet)
LINE REFERENCE NO:	23h(3)(B).

NAME:	Benefits in Current Employment – Other Indicator
DESCRIPTION:	Indicates other benefit in the current employment
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	n/a
FIELD NUMBER:	74
POSITION:	BV(Household Sheet)
LINE REFERENCE NO:	23h(3)(C).

NAME:	GED Needs Met Indicator
DESCRIPTION:	Indicates if the needs were met through the FSS or MTW Self Sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	None
FIELD NUMBER:	75
POSITION:	BW(Household Sheet)
LINE REFERENCE NO:	23i(2)(A).

NAME:	High School Needs Met Indicator
DESCRIPTION:	Indicates if the needs were met through the FSS or MTW Self Sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	None
FIELD NUMBER:	76
POSITION:	BX(Household Sheet)
LINE REFERENCE NO:	23i(2)(B).

NAME:	Post Secondary Needs Met Indicator
DESCRIPTION:	Indicates if the needs were met through the FSS/MTW Self Sufficiency program

TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 77
POSITION: BY(Household Sheet)
LINE REFERENCE NO: 23i(2)(C).

NAME: Vocational/Job Training Needs Met Indicator
DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency Program
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 78
POSITION: BZ(Household Sheet)
LINE REFERENCE NO: 23i(2)(D).

NAME: Job Search/Job Placement Needs Met Indicator
DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 79
POSITION: CA(Household Sheet)
LINE REFERENCE NO: 23i(2)(E).

NAME: Job Retention Needs Met Indicator
DESCRIPTION: Indicates if the needs were met through the FSS/MTW

Self Sufficiency program

TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 80
POSITION: CB(Household Sheet)
LINE REFERENCE NO: 23i(2)(F).

NAME: **Transportation Needs Met Indicator**
DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 81
POSITION: CC(Household Sheet)
LINE REFERENCE NO: 23i(2)(G).

NAME: **Health Services Needs Met Indicator**
DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 82
POSITION: CD(Household Sheet)
LINE REFERENCE NO: 23i(2)(H).

NAME: **Alcohol and Other Drug Abuse Prevention Services Needs Met Indicator**

DESCRIPTION:	Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	None
FIELD NUMBER:	83
POSITION:	CE(Household Sheet)
LINE REFERENCE NO:	23i(2)(l).

NAME: **Mentoring Needs Met Indicator**
DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 84
POSITION: CF(Household Sheet)
LINE REFERENCE NO: 23i(2)(J).

NAME: **Homeownership Counseling Needs Met Indicator**
DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 85
POSITION: CG(Household Sheet)
LINE REFERENCE NO: 23i(2)(K).

NAME: **Individual Development Account (IDA) Needs Met Indicator**
DESCRIPTION: Indicates if the program or service was completed during the reported period
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 86
POSITION: CH(Household Sheet)
LINE REFERENCE NO: 23i(2)(L).

NAME: **Child Care Needs Met Indicator**
DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 87
POSITION: CI(Household Sheet)
LINE REFERENCE NO: 23i(2)(M).

NAME: **Selection Preference**
DESCRIPTION: Indicates whether the family received selection preference based on service program participation
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no. If 23b equals 'P' or 'X' or is blank, leave blank.
EDITS: None
FIELD NUMBER: 88
POSITION: CJ(Household Sheet)
LINE REFERENCE NO: 23j(5).

NAME: **Current Monthly Credit**
DESCRIPTION: The current monthly credit as of the date of action
TYPE: Numeric
SIZE: 5
COMMENTS: Use whole number. If 23b equals 'E' or is blank, put zero.
EDITS: None
FIELD NUMBER: 89
POSITION: CK(Household Sheet)
LINE REFERENCE NO: 23k(1).

NAME: **Current Account Balance**
DESCRIPTION: The current account balance as of the date of action
TYPE: Numeric

SIZE: 5
COMMENTS: Use whole number. If 23b equals 'E' or is blank, put zero.
EDITS: None
FIELD NUMBER: 90
POSITION: CL(Household Sheet)
LINE REFERENCE NO: 23k(2).

NAME: Current Amount Disbursed to the Family

DESCRIPTION: The current amount disbursed to the family
TYPE: Numeric
SIZE: 5
COMMENTS: Use whole numbers; If none, put zero.
EDITS: None
FIELD NUMBER: 91
POSITION: CM(Household Sheet)
LINE REFERENCE NO: 23k(3).

NAME: Completed Contract Participation Indicator

DESCRIPTION: Indicates if the family exited the program because of contract completion
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None
FIELD NUMBER: 92
POSITION: CN(Household Sheet)
LINE REFERENCE NO: 23m(1).

NAME: Left Because Family Moving to Homeownership Indicator

DESCRIPTION: Indicates if the family exited the self sufficiency program and moving to homeownership
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS: None

FIELD NUMBER: 93
POSITION: CO(Household Sheet)
LINE REFERENCE NO: 23m(2).

NAME: Reason for Exiting Program
DESCRIPTION: Indicates the reason for the family's exit from the self sufficiency program
TYPE: Alpha
SIZE: 1
COMMENTS: Use the following values: A = Left voluntarily; B = Asked to leave program; C = Portability move out; D = Left because essential service was unavailable; E = Contract expired but family did not fulfill obligation.
EDITS: None
FIELD NUMBER: 94
POSITION: CP(Household Sheet)
LINE REFERENCE NO: 23m(3).

2.12 Household Member - Transmission File Format

NAME: Record Number
DESCRIPTION: A number to identify the household in the household sheet.
TYPE: Numeric
SIZE: 6
COMMENTS: This number will identify to which household these members belong to.
EDITS:
Fatal: • Must equal to the Record Number specified in Household sheet.
FIELD NUMBER 1
POSITION: A
LINE REFERENCE NO: n/a

2.13 Section 3 – MTW Household

NAME:	Member Number
DESCRIPTION:	The numeric value assigned to the member of the household
TYPE:	Numeric
SIZE:	2
COMMENTS:	Use '01' for the Head of Household; order sequentially. Cannot be blank
EDITS:	
	Warning: <ul style="list-style-type: none">• Must be valued numeric• Highest member number must equal the total count of Family Records (members in the household)• The highest member number must equal 3t in the Basic Record
FIELD NUMBER:	3
POSITION:	C(Household Members)
LINE REFERENCE NO:	3a.

NAME:	Member Last Name
DESCRIPTION:	Last name of the member of the household
TYPE:	Alpha
SIZE:	30
COMMENTS:	Separate name suffixes with commas (ex.: Smith, Jr.).
EDITS:	
	Warning: <ul style="list-style-type: none">• Must be valued
FIELD NUMBER:	4
POSITION:	D(Household Members)
LINE REFERENCE NO:	3b.

NAME:	Member First Name
DESCRIPTION:	First name of the member of the household
TYPE:	Alpha
SIZE:	30
COMMENTS:	Do not include name prefixes such as Mr. or Ms.

EDITS:

Warning: • Must be valued

FIELD NUMBER: 5

POSITION: E(Household Members)

LINE REFERENCE NO: 3c.

NAME: **Member Middle Initial**

DESCRIPTION: Middle initial of the member of the household

TYPE: Alpha

SIZE: 1

COMMENTS: Optional information.

EDIT None

FIELD NUMBER: 6

POSITION: F(Household Members)

LINE REFERENCE NO: 3d.

NAME: **Member Birth Date**

DESCRIPTION: Birth date of the member of the household.

TYPE: Date

SIZE: 16

COMMENTS: Use MMDDYYYY format. If 3h equal 'F' or 'L', may be blank.

EDITS:

Warning: • If 3h equals 'H', 'S', 'Y', 'E', 'A', or 'K' (person is a family member), must be valued

Warning: • If valued, must be MMDDYYYY format

Warning: • If valued, must be earlier than or equal to 2b (effective date of action)

FIELD NUMBER: 7

POSITION: G (Household Members)

LINE REFERENCE NO: 3e.

NAME: **Member Sex Code**

DESCRIPTION: Gender of the member of the household

TYPE: Alpha

SIZE: 1
COMMENTS: Use 'M' for male and 'F' for female.
EDITS:
Warning: • Must be valued 'M' or 'F'
FIELD NUMBER: 8
POSITION: H(Household Members)
LINE REFERENCE NO: 3g.

NAME: **Member Relation Code**
DESCRIPTION: Describes the member's category in the household
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'H' for head, 'S' for spouse, 'K' for co-head, 'F' for foster child/foster adult, 'Y' for other youth under 18, 'E' for full-time student 18+, 'L' for live-in aid, and 'A' for other adult.
EDITS:
Warning: • Must be valued 'H', 'S', 'K', 'F', 'Y', 'E', 'L' or 'A'
Warning: • If valued 'S', 3h for other Family Records cannot be 'K'
Warning: • If valued 'K', 3h for other Family Records cannot be 'S'
FIELD NUMBER: 9
POSITION: I(Household Members)
LINE REFERENCE NO: 3h.

NAME: **Member Citizenship Code**
DESCRIPTION: Code indicating the member's citizenship status
TYPE: Alpha
SIZE: 2
COMMENTS: Use 'EC' for eligible citizen, 'EN' for eligible non citizen, 'IN' for ineligible non citizen and 'PV' for pending verification. If 3h equal 'F' or 'L', may be blank.
EDITS:
Warning: • If 3h equals 'H', 'S', 'K', 'Y', 'E', or 'A', must be valued
Warning: • If valued, must be 'EC', 'EN', 'IN' or 'PV'
FIELD NUMBER: 10
POSITION: J (Household Members)

LINE REFERENCE NO: 3i.

NAME: **Member Disability Indicator**
DESCRIPTION: Indicates if the member of the household has a disability
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes and 'N' for no.
EDITS:
Warning: • Must equal 'Y' or 'N'
FIELD NUMBER: 11
POSITION: K(Household Members)
LINE REFERENCE NO: 3j

NAME: **Member Race Code White Indicator**
DESCRIPTION: Indicates if the race of the member of the household is white
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'Y' for yes, 'N' for no. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may be blank.
EDITS:
Warning: • If 3h equals 'H', must be valued
Warning: • If valued, must be 'Y' or 'N'
Warning: • If 3h equals 'H' and each of 3k(2), 3k(3), 3k(4) and 3k(5) equals 'N' or is blank, must equal 'Y'
FIELD NUMBER: 12
POSITION: L(Household Members)
LINE REFERENCE NO: 3k (1).

NAME: **Member Race Code Black/African American Indicator**
DESCRIPTION: Indicates if the race of the member of the household is Black/African American
TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes, 'N' for no. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may be blank.

EDITS:

- Warning: • If 3h equals 'H', must be valued
- Warning: • If valued, must equal 'Y' or 'N'
- Warning: • If 3h equals 'H' and each of 3k(1), 3k(3), 3k(4) and 3k(5) equals 'N' or is blank, must equal 'Y'

FIELD NUMBER: 13

POSITION: M(Household Members)

LINE REFERENCE NO: 3k (2).

NAME: Member Race Code American Indian/Alaska Native Indicator

DESCRIPTION: Indicates if the race of the member of the household is Indian/Alaska Native

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes, 'N' for no. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may be blank.

EDITS:

- Warning: • If 3h equals 'H', must be valued
- Warning: • If valued, must equal 'Y' or 'N'
- Warning: • If 3h equals 'H' and each of 3k(1), 3k(2), 3k(4) and 3k(5) equals 'N' or is blank, must equal 'Y'

FIELD NUMBER: 14

POSITION: N (Household Members)

LINE REFERENCE NO: 3k (3).

NAME: Member Race Code Asian Indicator

DESCRIPTION: Indicates if the race of the member of the household is Asian

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes, 'N' for no. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may be blank.

EDITS:

- Warning: • If 3h equals 'H', must be valued
- Warning: • If valued, must equal 'Y' or 'N'
- Warning: • If 3h equals 'H' and each of 3k(1), 3k(2), 3k(3) and 3k(5) equals 'N' or is blank, must equal 'Y'

FIELD NUMBER: 15

POSITION: O(Household Members)

LINE REFERENCE NO: 3k (4).

NAME: Member Race Code Native Hawaiian/other Pacific Islander Indicator

DESCRIPTION: Indicates if the race of the member of the household is Native Hawaiian/other Pacific Islander

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes, 'N' for no. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may be blank.

EDITS:

- Warning: • If 3h equals 'H', must be valued
- Warning: • If valued, must equal 'Y' or 'N'
- Warning: • If 3h equals 'H' and each of 3k(1), 3k(2), 3k(3) and 3k(4) equals 'N' or is blank, must equal 'Y'

FIELD NUMBER: 16

POSITION: P(Household Members)

LINE REFERENCE NO: 3k (5).

NAME: Member Ethnicity Code

DESCRIPTION: Indicates whether the individual is Hispanic or Latino

TYPE: Numeric

SIZE: 1

COMMENTS: Use '1' for Hispanic or Latino and '2' for Not Hispanic or Latino. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may equal zero.

EDITS:

- Warning: • If 3h equals 'H', must be valued
- Warning: • If valued, must equal '0', '1' or '2'

FIELD NUMBER: 17
POSITION: Q(Household Members)
LINE REFERENCE NO: 3m.

NAME: **Member SSN**
DESCRIPTION: Social Security Number of the member of the household
TYPE: Alphanumeric
SIZE: 9
COMMENTS: If the tenant is eligible for assistance but does not have a SSN, obtain an alternate identifier from IMS.
EDITS:
Fatal: • If 3h equals 'H', 'S', 'K', 'Y', 'E' or 'A', must be valued
Fatal: • If 3h equals 'H', must equal 3n in Household Record
Fatal: and must be nine digits numeric or a valid alternate
Fatal: identifier (AID) issued by HUD
• If valued, must be nine digits or a valid alternate
identifier (AID) issued by HUD

FIELD NUMBER: 18
POSITION: R(Household Members)
LINE REFERENCE NO: 3n.

2.14 Section 19 – Income

NAME: **Member Number**
DESCRIPTION: The numeric value assigned to the member of the household who contributed the income
TYPE: Numeric
SIZE: 2
COMMENTS: Use the same member number that was used in 3a.
EDITS: None
FIELD NUMBER: 20
POSITION: T (Household Members)
LINE REFERENCE NO: 19a.

NAME:	Income Code
DESCRIPTION:	The code to indicate the source of the income for the member of the family
TYPE:	Alpha
SIZE:	2
COMMENTS:	Use 'P' for pension, 'S' for SSI, 'G' for general assistance, 'I' for Indian trust/per capita, 'B' for own business, 'F' for Federal wage, 'W' for other wage, 'N' for other non wage sources, 'SS' for Social Security, 'T' for TANF, 'C' for child support, 'E' for Medical Reimbursement, 'M' for military pay, 'HA' for PHA wage, 'U' for unemployment benefits, 'IW' for annual imputed welfare income, and 'X' for MTW Income. Multiple Income Codes must be separated by '/'.
EDITS:	
	Warning: • If 19d is greater than zero, must be valued
	Warning: • If valued, must equal 'P', 'S', 'G', 'I', 'B', 'F', 'W', 'N', 'SS', 'T', 'C', 'E', 'M', 'HA', 'U', 'IW' or 'X'
FIELD NUMBER:	21
POSITION:	U (Household Members)
LINE REFERENCE NO:	19b.

NAME:	Dollars Per Year
DESCRIPTION:	Identifies the dollars per year for the income source listed in 19b
TYPE:	Numeric
SIZE:	19
COMMENTS:	Use whole numbers. Multiple Dollars Per Year must be separated by '/'.
EDITS:	
	Warning: • If 19b is valued, must be greater than zero
	Warning: • Must be greater than or equal to zero and less than 150000
FIELD NUMBER:	22
POSITION:	V(Household Members)
LINE REFERENCE NO:	19d.

3 Form HUD-50058 MTW

The HUD-50058 MTW file transmission layout is as follows.

3.1 Household Sheet

Record Identifier	Record Number
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Section 1 - MTW Agency	Agency Name - 1a	PHA Code - 1b	Program Type - 1c	Project Number - 1d	Building Number - 1e	Building Entrance Number - 1f	Unit Number (PH only) - 1g
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Section 2 - MTW Action	Action Type - 2a	Effective Date of Action - 2b	Correction - 2c	Correction Code - 2d	Date of Admission - 2h	Projected Effective Date of Next Re-Exam - 2i
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Section 3 - MTW Household	Last Name - 3b	First Name - 3c	Middle Initial - 3d	SSN - 3n	Number of Household Members - 3t
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Section 5 - MTW Unit to be Occupied on Effective Date of Action	Unit Address(Number and Street) - 5a	Unit Apartment Number - 5a	Unit City - 5a	Unit State - 5a	Unit Zip Code - 5a	Unit Zip Code + 4 - 5a	Number of Bedrooms - 5d
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Section 18 - MTW Asset Income	MTW Asset Income - 18j
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Section 19 - Income	Total Income After Exclusions - 19h	Total Annual Income - 19i	Adjusted Annual Income - 19k
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Section 20 - Public Housing	Type of Rent - 20a	Tenant Rent - 20b	Mixed Family Tenant Rent - 20c	Utility Allowance/monthly allowances - 20d	Ceiling Rent Indicator - 20e
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Section 21 - MTW Tenant Based or Project Based Assistance	Flat Subsidy or Inc. based sub - 21a	Number of Bedrooms - 21b	Portability Indicator - 21d	Cost Billed per Month - 21e	PHA Code Billed - 21f	Rent to owner - 21i
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Utility Allowance/monthly allowances - 21j	Gross Rent of Unit - 21k	Flat Subsidy Amount - 21m	Tenant Rent to owner - 21n	Mixed Family Tenant Rent to Owner - 21p	Ceiling Rent Indicator- 21q
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Section 22 - MTW Homeownership	Flat Sub or Income based sub - 22a	Portability Indicator - 22d	Cost Billed per Month - 22e	PHA Code Billed - 22f	Monthly Homeownership payment - 22g	Utility Allowance/ Estimate - 22h
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Other monthly allowances - 22i	Gross Homeownership expense - 22j	Flat Subsidy Amount - 22k	Total Family Share - 22m	Mixed Family Total Family Share - 22n	Ceiling Family Share Indicator - 22p
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Section 23 - FSS/MTW FSS Addendum	Employed Status Indicator - 23h(1)	Benefits In Current Employment - Health Indicator - 23h(3)(A)	Benefits In Current Employment - Retirement Account Indicator - 23h(3)(B)	Benefits In Current Employment - Other Indicator - 23h(3)(C)	GED Needs Met Indicator - 23i(2)(A)	High school Needs Met Indicator - 23i(2)(B)
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Post Secondary Needs Met Indicator - 23i(2)(C)	Vocational/Job Training Needs Met Indicator - 23i(2)(D)	Job Search/Job Placement Needs Met Indicator - 23i(2)(E)	Job Retention Needs Met Indicator - 23i(2)(F)	Transportation Needs Met Indicator - 23i(2)(G)	Health Services Needs Met Indicator - 23i(2)(H)	Alcohol and Other Drug Abuse Prevention Services Needs Met Indicator - 23i(2)(I)
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Mentoring Needs Met Indicator - 23i(2)(J)	Homeownership Counseling Needs Met Indicator - 23i(2)(K)	Individual Development Account (IDA) Needs Met Indicator - 23i(2)(L)	Child Care Needs Met Indicator - 23i(2)(M)	Selection Preference - 23j(5)	Current Monthly Credit - 23k(1)	Current Account Balance - 23k(2)
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Current Amount Disbursed to Family - 23k(3)	Completed Contract Participation Indicator - 23m(1)	Left Because Family Moving to Homeownership Indicator - 23m(2)	Reason for Exiting Program - 23m(3)
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3.2 Household Member Sheet

Record Number

Section 3 - MTW Household	Member Number - 3a	Last Name - 3b	First Name - 3c	Middle Initial - 3d	Date of Birth - 3e	Sex - 3g
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Member Relation Code - 3h	Citizenship - 3i	Disability - 3j	Race White Indicator - 3k(1)	Race Black / African American Indicator - 3k(2)	Race American Indian / Alaska Native Indicator - 3k(3)
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Race Asian Indicator - 3k(4)	Race Native Hawaiian / other Pacific Islander Indicator - 3k(5)	Ethnicity - 3m	SSN - 3n
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Section 19 - Income	Family Member Number - 19a	Income Code - 19b	Dollars per Year - 19d
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